

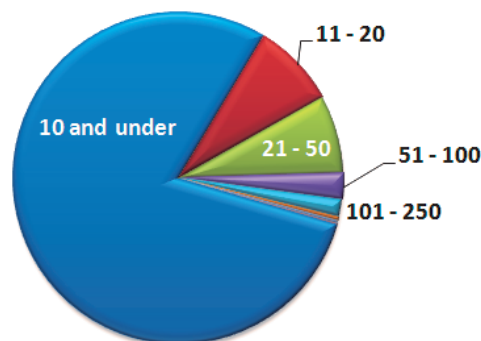
Access to an Entrepreneurial Community

Loudoun's thriving business community includes a significant small business base, with more than 7,300 companies having fewer than 20 employees.

The county offers a coordinated network of business assistance through multiple nonprofit, county government and town government organizations.

The Mason Enterprise Center at Loudoun, a new 10,000 square foot business incubator opening in 2011, will combine energy, skills and capital from George Mason University, the Town of Leesburg, Loudoun County Government and the Loudoun County Small Business Development Center in one facility.

**Loudoun Companies
by Number of Employees**



Site Selection

Several resources are available to assist businesses in finding a location tailored for their needs:

- The Department of Economic Development's online Land Database and CoStar Showcase tool provides free initial searches of Loudoun's commercial inventory: <http://biz.loudoun.gov/siteselection>.
- Loudoun's Department of Building & Development staff can assist with zoning determinations for business types, site location information, and occupancy permits: <http://loudoun.gov/b&d>.
- The business development team in the Department of Economic Development (DED) provides custom guidance on site selection. Contact DED at 703-777-0426 or fill out the online form at <http://biz.loudoun.gov/siteselection>.

The Right Assistance

The Loudoun County Small Business Development Center (SBDC) provides free business counseling, complimentary targeted training and seminars, and access to a large network of volunteer business consultants focused on the specific needs of small business. The SBDC is often the best place to begin the process of launching an entrepreneurial venture.

The Loudoun County Small Business Development Center

21145 Whitfield Place, Suite 104
Sterling, Virginia 20165
Phone: 703/430-7222
Fax: 703/430-7258
Email: sbdc@loudounsbdc.org
www.loudounsbdc.org

The Right Steps in Starting a Business

The Department of Economic Development has created an all-in-one **Guide to Doing Business** publication, which explains the critical steps in the process of starting a new business venture, and lists the local, regional, and national resources available. The guide is available online, along with a checklist for starting a business, at <http://biz.loudoun.gov/guide>.

Key Resources List

Loudoun County Building & Development Hotline 703-777-0118: This free service allows businesses interested in specific sites to have site usage questions answered within one business day by building and development staff. Callers will need the parcel identification number when leaving an inquiry.

Small Business Planning and Funding: The best way to find out about the types of funding available for small business is to meet with a **Loudoun County Small Business Development Center** (SBDC) counselor (see listing on page 1). SBDC counselors can provide information about federal, state and local funding programs, assist business owners in developing necessary proposals, applications, and business plans, and can explain the requirements of the various programs.

Business Registration: A new business incorporating in Virginia must file its articles of incorporation with the Virginia State Corporation Commission (SCC) and pay a filing fee. Exceptions are general partnerships, which register with the Loudoun County Clerk of the Circuit Court. Information and online filing is available from the SCC at <http://www.scc.virginia.gov/> and from the Loudoun Clerk of the Circuit Court at <http://www.loudoun.gov/clerk>.

Business Licenses and License Taxes: All businesses operating in Loudoun County must obtain a Loudoun County Business and Professional Occupational License (BPOL). Applying for a Loudoun County business license registers business activity for BPOL taxation based on the annual gross receipts generated. If a business is based in one of the seven incorporated towns of Hamilton, Hillsboro, Leesburg, Lovettsville, Middleburg, Purcellville, or Round Hill, a business will need to contact that town for licensing requirements. Others may contact the Loudoun County Commissioner of the Revenue:

The Loudoun County Commissioner of the Revenue:

Phone: 703-777-0260
Hours: Monday-Friday
8:30 a.m. - 5:00 p.m.
Leesburg Office
1 Harrison Street SE,
1st Floor
Leesburg, VA 20175
Sterling Office
1641 Ridgetop Circle, Suite 100
Sterling, VA 20166

Town of Hamilton

53 East Colonial Highway
P.O. Box 130
Hamilton, VA 20158
Phone: 540-338-2811
www.town.hamilton.va.us

Town of Hillsboro

36966 Charles Town Pike
Hillsboro, VA 20132
Phone: 540-668-6966

Town of Leesburg

25 West Market Street/P.O. Box 88
Leesburg, VA 20178
Phone: 703-777-2420
www.leesburgva.gov

Town of Lovettsville

6 East Pennsylvania Avenue
P.O. Box 209
Lovettsville, VA 20180
Phone: 540-822-5788
www.lovettsvilleva.gov

Town of Middleburg

10 West Marshall Street
P.O. Box 187
Middleburg, VA 20118
Phone: 540-687-5152
www.middleburg.org

Town of Purcellville

130 East Main Street
Purcellville, VA 20132
Phone: 540-338-7421
www.purcellvilleva.com

Town of Round Hill

23 Main Street (Rt. 719)
P.O. Box 36
Round Hill, VA 20142
Phone: 540-338-7878
www.roundhillva.org